

Revised Sales Disclosure Form

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Topics to be Covered

- Overview of the changes to the sales disclosure form (SDF)
- Review of the new form and the content
- The online tool for public users
- Questions

Why Did the SDF Change?

- HEA 1293 (P.L. 144-2008) requires the DLGF to create a new form reflecting the changes in the law
- Requires on-line filings and database
- Requires the SDF to be used as application for certain deductions
- June 2, 2008 Memo and FAQ's

Memo: http://www.in.gov/dlgf/files/Memo-changes to Sales Disclosure Form.pdf

FAQ's: http://www.in.gov/dlgf/files/Memo-Sales_Disclosure_FAQ.pdf

Why Did the SDF Change?

 July 2 – a new yes/no condition was added to address the standard conveyance between two parties for valuable consideration

YES	NO	CONDITION
		 A transfer of real property interest for valuable consideration.

Assessor Review

- Sales Disclosure Form to be reviewed for completeness by the county assessor, then forwarded to the county auditor
- The county auditor may not accept a conveyance if
 - The sales disclosure form is not included with the conveyance document; or
 - The sales disclosure form is incomplete and/or not stamped by the county assessor

Conveyance Document Defined

- A conveyance document is defined as any transfer of a real property interest for valuable consideration to include:
 - A document
 - A Deed
 - A Contract of sale
 - An Agreement
 - A Judgment
 - A lease that includes the fee simple estate and is for a period in excess of ninety (90) years
 - A quitclaim deed serving as a source of title
 - A document presented for recording that purports to transfer a real property interest for valuable consideration (including easements and right-of-way grants)
 - Another document presented for recording

Conveyance Document Defined

- Filers are required to disclose, but are not subject to a fee when filing the following:
 - Documents for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, judgment, condemnation, or probate
 - Documents involving the partition of land between tenants in common, joint tenants, or tenants by the entirety
 - Transfer to a charity, not-for-profit organization, or government

Conveyance Document Defined

- Filers should note that the following items do NOT require a sales disclosure form be prepared:
 - Security interest documents such as mortgages or trust deeds; leases less than 90 years
 - Agreements and other documents for mergers, consolidations, and incorporations involving solely non-listed stock
 - Quitclaim deeds not serving as a source of title
 - A transfer for no consideration or a gift, or when rerecording to correct prior recorded document.

Review the Revised SDF

						PERT	be completed by BUYEF TRANSFERRED - MUS	ocal Government Finance some numbers of the parties on this t R/GRANTEE and SELLE T BE CONVEYED ON A S	R/GRA SINGLE	E CONVEYANCE DOCUMENT		ounty Year Unique ID OF Date:
			INDIANA SALES DISCLOSURE FORM SDF ID:	۱L		L	Property Number	Check box if applicable to parcel		5. Complete Address of Property	6. Complete Ta	x Billing Address (if different from property address)
				1 1	L)			2. Split 3. Land				
			D. PREPARER	ш				3. Lana 4. Improvement				
			Preparer of the Sales Disclosure Form	l I-	Level D		on of Parcel A:					
			Address (Number and Street)	ľ	. Legai De	escripu	on of Parcei A:					
				В	l.)			2. Split 3. Land				
			City, State, and ZIP Code	11				3. Lana 4. Improvement				
INDIANA SALES DISCLOSURE FORM	SDF ID:		E. SELLER(S)/GRANTOR(S)	1 1-	. I amal D		on of Parcel B:					
PART 2 - COUNTY ASSESSOR				ΙL								
The county assessor must verify and complete items 1 throu 1. Property 2. AV Land 3. AV Improvement	4. Value of Personal 5. AV Total	6. Proj	Seller 1 - Name as appears on conveyance document	E	B. CONI	DITIO	NS - IDENTIFY ALL THA	AT APPLY		C. SALES DATA - DISCLO ITEMS 1-15	SE VALUE OF IT	EMS LISTED IN TABLE B,
A.)	Property	Class	Address (Number and Street)				apply, filers are subject to disci	osure and a disclosure filing fe	e.	1. Conveyance date (MM/DD	mm:	
B.)			City, State, and ZIP Code				condition 1. A transfer of real prop	nerty interest for valual	ale	2. Total number of parce		
Assessor Stamp	 Identify physical changes to property be date of sale. 	tween Ma	Telephone Number E-mail	Ш		_	consideration.	reity interestror variant	,,,,	3. Describe any unusual o	r special circun	nstances related to this
	date of sale.		Under penalties of perjury, I hereby certify that this Sales Disclose				2. Buyer is an adjacent p	roperty owner.		sale, including the spec	ification of any	less-than-complete
			and complete as required by law, and is prepared in accordance w			_	3. Vacant land.			ownership interest and	terms of seller	financing.
			Signature of Seller				4. Exchange for other re					
					_	_	5. Seller paid points. @ 6. Change planned in the					
			Printed Name of Seller Sign Date (MM/DD/YYYY) F. BUYER(S)/GRANTEE(S) – APPLICATION FOR DEDUCTIONS AND CR	11			property? (Describe in special					
Items 15 through 18 are to be completed by the assessor			1. BOTENON GREEN ELECTION FOR BEDOCH ON MIND CH	11			7. Existence of family or	business relationship				
 If applicable, identify any additional special circu 	mstances relating to validation of sale.		Buyer 1 - Name as appears on conveyance document	Ш		_	between buyer and se					
			Address (Number and Street)	Н			 Land contract. Contra and contract date (MM/I) 					
			City, State, and 2IP Code	Н			9. Personal property inc		the value	YES NO CONDITION		
			city, state, and zir code	ш		_	Table C tem 5) 10. Physical changes to p	anon outs: hotsus on Move	h 1	4. Family or	business relatio	onship existing between
			Telephone Number E-mail THE SALES DISCLOSURE FORM MAY BE USED TO APPLY FOR CERTAIN DEDUCTIONS FOR THIS	11	ш.	ш		property between Marc in special circumstances in Table Clter		buyer and	seller?	
			YES NO CONDITION	11 Partial interest (purch is purch in			Amount of Disclose actual value in money, pro	discount: \$	nement or other consideration			
			1. Will this property be the buyer's primary	Ш					_			
PART 3 - COUNTY AUDITOR			residence? Provide complete address of primary				editions 12-15 are subject to dis	closure, but no disclosure filing	fee.	5. Estimated value of per	onal property:	
Auditor Stamp	Disclosure fee amount collected: \$ Other Local Fee: \$		residence, including county:	. ⊢	_	_				6. Sales price: YES NO CONDITION		\$
	3. Total Fee Collected: \$		Address (Humber and Street)			ш	 Document for computes result of foreclosure 			7. Is the sell-	r financing cale	7 If yes answer
	4. Auditor receipt book number:		City, State ZIP Code County	11			foreclosure, divorce,	court order, judgment,		questions		, co, anower
	5. Date of transfer (MM/DD/YYYY):		 2. Does the buyer have a homestead to be vacated for this residence? If yes, provide complete address of 	11		_	condemnation, or pr			□ □ 8. Is buyer/	orrower person	nally liable for loan?
			residence vacating, including county:	ш		ш	 Documents involving between tenants in c 	g the partition of land ommon, joint tenants, c	or		ortgage loan?	*
L			Address (Number and Street)				tenants by the entire			10. Amount of loan:		\$
			City. State 2IP Code County				 Transfer to a charity or government. 	, not-for-profit organiza	ation,	11. Interest rate:		%
PART 4 - RECEIPT FOR STATEMENT OF CREDIT/DE	DUCTION OF ASSESSED VALUATION		Under penalties of perjury, I hereby certify that this Sales Disclosi	1		П	or government. 15. Easements or right-o	of-way grants.		12. Amount in points:		\$
SDF ID	SDF Date (MM/DD/YYYY) Buyer 1 - N		and complete as required by law, and is prepared in accordance w				right	, 8		13. Amortization period:		
357 15			Signature of Buyer1	Signatur	e of Buyer2	2						
Parcel Number	Address of	Property (A										
List the deductions for which the Sales Disclosi	ure Form is application: City, State,	and ZIP Co.	Printed Name of Buyer 1 Sign Date (MM/DD/YYYY)	Printed N	Name of Bu	vyer 2		Sign Date (MM/DD/TYYY)				
	Auditor Sia	ngture	Date (MM/DD/TYY)									
A person who knowingly and intentionally fals			r falsifies any information required to be provided in									

Parts of the Form

- Part 1 To be completed by Buyer/Grantee and Seller/Grantor
 - A. Property Transferred
 - B. Conditions
 - C. Sales Data
 - D. Preparer
 - E. Seller(s)/Grantor(s)
 - F. Buyer(s)/Grantee(s) application for deductions and credits
- Part 2 County Assessor
- Part 3 County Auditor
- Part 4 Receipt for statement of credit/deduction of assessed valuation

SDF ID

- Located in upper right of form
- Assigned by online system
- Unique number composed of County ID (01-92) – Year – Unique ID (system generated)
- Used by DLGF/County to track specific SDF



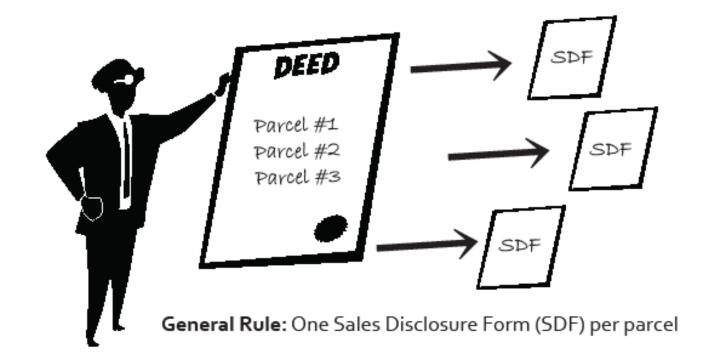
SALES DISCLOSURE FORM

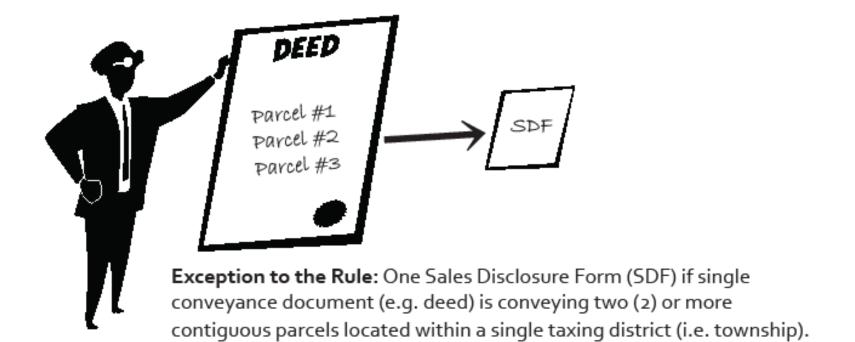
State Form 46021 (RB/7-08)

Prescribed by Department of Local Government Finance Pursuant to IC 6-1.1-5.5

				Т
SDF ID				
	County	Year	Unique ID	
	SDF Date:			

REPACY NOTICE: The telephone numbers of the neuties on this form are confidential according to 10 6-1 1-2 5-26





Part 1A. Property Transferred

- A separate SDF is required for each parcel conveyed, regardless of whether more than one (1) parcel is conveyed under a single conveyance document.
- However, only one (1) SDF is required if there is a single conveyance document that conveys two (2) or more contiguous parcels located entirely within a single taxing district
- Item 1 property number requires State 18-digit property ID with dashes/periods - If no State ID has been assigned, subdivision and lot number is required

PART 1 – To be completed by BUYER, A. PROPERTY TRANSFERRED – MUST		•	
1. Property Number	Check box if applicable to parcel	5. Complete Address of Property	6. Complete Tax Billing Address (if different from property address)
A.)	2. Split 3. Land 4. Improvement		
3. Legal Description of Description			

Part 1A. Property Transferred

- Items 1, 5, 6, and 7 are required (attachment (s) can be provided for
 7)
- Items 2, 3, 4 are checked only if applicable
 - Hardcopy form allows space for 2 parcels online is unlimited

PART 1 – To be completed by BUYER/GRANTEE and SELLER/GRANTOR A. PROPERTY TRANSFERRED – MUST BE CONVEYED ON A SINGLE CONVEYANCE DOCUMENT								
1. Property Number	Check box if applicable to parcel	5. Complete Address of Property	6. Complete Tax Billing Address (if different from property address)					
A.)	2. Split							
7. Legal Description of Parcel A:								
B.)								
7. Legal Description of Parcel B:								

Part 1B. Conditions

- Condition 1 is subject to disclosure and filing fee
- Conditions 12-14 are subject to disclosure but no filing fee
- All conditions must be marked either YES or NO

B. CO	B. CONDITIONS - IDENTIFY ALL THAT APPLY									
If condi	If conditions 1-11 apply, filers are subject to disclosure and a disclosure filing fee.									
YES	NO	CONDITION								
		 A transfer of real property interest for valuable consideration. 								
		2. Buyer is an adjacent property owner.								
		3. Vacant land.								
		Exchange for other real property ("Trade").								
		5. Seller paid points. (Provide the value Table Citem 12.)								
		 Change planned in the primary use of the property? (Describe in special circumstances in Table C Item 3.) 								
		 Existence of family or business relationship between buyer and seller. (Complete Table C Item 4.) 								
		8. Land contract. Contract term (m): and contract date (MM/DD/YYM):								
		 Personal property included in transfer. (Provide the value Table C Item 5.) 								
		 Physical changes to property between March 1 and date of sale. (Describe in special circumstances in Table C Item 3) 								
		11. Partial interest. (Describe in special circumstances in Table C Item 3.)								
If apply	, filers c	onditions 12-15 are subject to disclosure, but no disclosure filing fee.								
YES	NO	CONDITION								
		 Document for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, judgment, condemnation, or probate. 								
		 Documents involving the partition of land between tenants in common, joint tenants, or tenants by the entirety. 								
		 Transfer to a charity, not-for-profit organization, or government. 								
		15. Easements or right-of-way grants.								

When is a Sales Disclosure Form and fee necessary?

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B. C	ONDITI	ONS – IDENTIFY ALL THAT APPLY	B. CO	NDITI	ONS – IDENTIFY ALL THAT APPLY	B. CC	NDITI	IONS – IDENTIFY ALL THAT APPLY	B. CC	NDIT	IONS – IDENTIFY ALL THAT APPLY	C
16	dist 1	11 apply, filers are subject to disclosure and a disclo	16 40		11 apply, filers are subject to disclosure and a disclosure	16 4	M 1	11 apply, filers are subject to disclosure and a disclos	If cond	itions 1	·11 apply, filers are subject to disclosure and a disclosure filing fee.	+
YES	NO NO	CONDITION	YES 4	NO	CONDITION	YES	NO .	CONDITION	YES	NO 2	CONDITION	1
M		A transfer of real property interest is consideration.			A transfer of real property interest for v consideration.			A transfer of real property interest f consideration.			1. A transfer of real property interest for valuable consideration.	2
		2. Buyer is an adjacent property owne			2. Buyer is an adjacent property owner.			2. Buyer is an adjacent property owne			2. Buyer is an adjacent property owner.	
		3. Vacant land.			3. Vacant land.			3. Vacant land.			3. Vacant land.	
		4. Exchange for other real property ("'			4. Exchange for other real property ("Trac			4. Exchange for other real property ("			4. Exchange for other real property ("Trade").	-
		5. Seller paid points. (Provide the value Table C Ite			5. Seller paid points. (Provide the value Table C Item 12.)			5. Seller paid points. (Provide the value Table C Ite			5. Seller paid points. (Provide the value Table C Item 12.)	_
		6. Change planned in the primary use property? (Describe in special circumstances in Table			6. Change planned in the primary use of the property? (Describe in special circumstances in Table C Item			6. Change planned in the primary use oproperty? (Describe in special circumstances in Table of			 Change planned in the primary use of the property? (Describe in special circumstances in Table C Item 3.) 	-
		7. Existence of family or business related between buyer and seller. (Complete Table			7. Existence of family or business relation between buyer and seller. (Complete Table C Iter.			7. Existence of family or business relat between buyer and seller. (Complete Table			7. Existence of family or business relationship between buyer and seller. (Complete Table C Item 4.)	-
		8. Land contract. Contract term (YY): and contract date (MM/DD/YYYY):			8. Land contract. Contract term (YY): and contract date (MM/DD/YYYY):			8. Land contract. Contract term (YY): and contract date (MM/DD/YYYY):			8. Land contract. Contract term (yr): and contract date (MM/DD/YYYY):	-
		9. Personal property included in trans Table C Item 5.)			9. Personal property included in transfer. Table C Item 5.)			9. Personal property included in trans Table C Item 5.)			9. Personal property included in transfer. (Provide the value Table C Item 5.)	F
		10. Physical changes to property betw and date of sale. (Describe in special circumstance			10. Physical changes to property between and date of sale. (Describe in special circumstances in To			10. Physical changes to property betw and date of sale. (Describe in special circumstance			10. Physical changes to property between March 1 and date of sale. (Describe in special circumstances in Table C Item 3.)	
		11. Partial interest. (Describe in special circumstan			11. Partial interest. (Describe in special circumstances in			11. Partial interest. (Describe in special circumstan			11. Partial interest. (Describe in special circumstances in Table C Item 3.)	D
If app	ly, filers c	onditions 12-15 are subject to disclosure, but no dis	If apply	filers c	onditions 12-15 are subject to disclosure, but no disclosu	If apply	, filers o	conditions 12-15 are subject to disclosure, but no disc	If apply	y, filers o	conditions 12-15 are subject to disclosure, but no disclosure filing fee.	5
YES	NO	CONDITION	YES	NO	CONDITION	YES	NO	CONDITION	YES	NO	CONDITION	6
AN	ID/C	12. Document for compulsory transac result of foreclosure or express thr foreclosure, divorce, court order, ju condemnation, or probate.	ANI	D/C	12. Document for compulsory transaction result of foreclosure or express threat foreclosure, divorce, court order, judgi condemnation, or probate.	AN	D/C	12. Document for compulsory transact result of foreclosure or express thr foreclosure, divorce, court order, ju condemnation, or probate.	□ AN	D/C	12. Document for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, judgment, condemnation, or probate.	
AN	ID/C	13. Documents involving the partition R between tenants in common, joint tenants by the entirety.	ANI	D/C	13. Documents involving the partition of l DR between tenants in common, joint tenants by the entirety.	AN	D/C	13. Documents involving the partition DR between tenants in common, joint tenants by the entirety.	□ AN	D/C	13. Documents involving the partition of land DR between tenants in common, joint tenants, or tenants by the entirety.	
		Transfer to a charity, not-for-profi or government.			14. Transfer to a charity, not-for-profit or; or government.			14. Transfer to a charity, not-for-profit or government.			14. Transfer to a charity, not-for-profit organization, or government.	1
		15. Easements or right-of-way grants.			15. Easements or right-of-way grants.			15. Easements or right-of-way grants.			15. Easements or right-of-way grants.	$\frac{1}{1}$

FORM IS REQUIRED. FORM IS REQUIRED. FORM IS REQUIRED. NO FORM IS REQUIRED. FEE IS REQUIRED. NO FEE IS REQUIRED. NO FEE IS REQUIRED. NO FEE IS REQUIRED.

Part C. Sales Data

- Date the conveyance document is signed -Effective date of the deed or document, or the date of the most recent signature on the conveyance document
- Items 1, 2, 4, 5, 6, 7 are required
- DLGF strongly recommends using items 3 to provide any information to assist the county
 - Items 8-13 are only required if item 7 is YES

C. SALES DATA – DISCLOSE VALUE OF ITE ITEMS 1-14	MS LISTED IN TABLE B,					
1. Conveyance date (MM/DD/TYTY):						
2. Fotal number of parcels:						
3 Describe any unusual or special circumstances related to this sale, including the specification of any less-than-complete ownership interest and terms of seller financing.						
YES NO CONDITION						
Family or business relationship existing between buyer and seller? Amount of discount: \$						
5. Estimated value of personal property:	\$					
6. Sales price:	s					
YES NO CONDITION	-					
Is the seller financing sale? If yes, answer questions (8-13).						
8 Is buyer/borrower personally liable for loan? 9 Is this a mortgage loan?						
10. Amount of loan: \$						
11. Interest rate:	%					
12. Amount in points:	\$					
13. Amortization period:						

Part 1D. Preparer

- Provides information on the individual preparing the form
- Phone number and email are required to allow Auditor/Assessor ability to call preparer if questions relative to the SDF arise.
- Once posted, phone numbers and email addresses are visible to state and county officials only, not online viewers

D. PREPARER	
Preparer of the Sales Disclosure Form	Title
Address (Number and Street)	Company
City, State, and ZIP Code	Telephone Number E-mail

Part 1E. Seller(s)/Grantor(s)

- Provides information on the seller of the property
- Phone number and email are required and handled the same as for Preparer
- Contact information must be valid for 30 days
- One seller signature is required

E. SELLER(S)/GRANTOR(S)							
Seller 1 - Name as appears on conveyance document		Seller 2 - Name as appears on conve	eyance document				
Address (Number and Street)		Address (Number and Street)					
City, State, and ZIP Code		City, State, and ZIP Code					
Telephone Number	E-mail	Telephone Number	E-mail				
Under penalties of perjury, I hereby certify that this Sales Disclosure, to the best of my knowledge and belief, is true, correct and complete as required by law, and is prepared in accordance with IC 6-1.1-5.5, "Real Property Sales Disclosure Act".							
Signature of Seller		Signature of Seller					
Printed Name of Seller Sign I.	Date (MM/DD/YYYY)	Printed Name of Seller	Sign Date (MM/DD/YYYY)				

Part 1F. Buyer(s)/Grantee(s)

- Provides information on the buyer of the property
- Phone number and email are required and handled the same as for Preparer and Seller
- Contact information must be valid for 30 days

Sian Date (MM/DD/YYYY

One buyer signature is required

Signature of Buyer1

Printed Name of Buver 1

Buyer 1 - Name as appears on conveyance document Address (Number and Street)		Buyer 2 - Name as appears on conveyance docume Address (Number and Street)	mt
City, State, and ZIP Code		City, State, and ZIP Code	
Telephone Number	E-mail	Telephone Number	E-mail
Under penalties of perjury, I hereby certify tha	at this Sales Disc	losure, to the best of my knowledge	and helief is true, correct

Signature of Buyer2

Printed Name of Buyer 2

Sian Date (MM/DD/YYYY

Part 1F. Buyer(s)/Grantee(s)

- Provides information on deductions for which the SDF can be used
- Response to all items is required, except address (
 for item 2 if response is no

THE SALES DISCLOSURE FORM MAY BE USED TO APPLY FOR CERTAIN DEDUCTIONS FOR THIS PROPERTY. IDENTIFY ALL OF THOSE THAT APPLY. YES NO CONDITION 1. Will this property be the buyer's primary residence? Provide complete address of primary residence, including county: Address (Number and Street)	1 01000111	e man	2 00 000	W Towns
	THE SALE	S DISCLOSURE FORM MAY BE USED TO APPLY FOR CERTAIN DEDUCTIONS FOR T	THIS PROP	ERTY. IDENTIFY ALL OF THOSE THAT APPLY.
residence? Provide complete address of primary residence, including county: Address (Number and Street)	YES	NO CONDITION	YES	NO CONDITION
City, State ZIP Code County	Address City, Sta	residence? Provide complete address of primary residence, including county: (Number and Street) 2. Does the buyer have a homestead to be vacated for this residence? If yes, provide complete address of residence vacating, including county:		4. Solar Energy Heating/Cooling System 5. Wind Power Device 6. Hydroelectric Power Device 7. Geothermal Energy Heating/Cooling Device
	City, St.	ate ZIP Code County		

Sales Disclosure Form

For questions, please contact:

Tim Jorczak

Assistant Director of Operations

317-234-5675

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